

Date: [Insert Date]

Applicant Name: [Insert Applicant Name]

Address: [Insert Applicant Address]

Dear [Applicant Name],

Thank you for your interest in attending [College/University Name]. We appreciate the time and effort you invested in your application and the enthusiasm you have shown for joining our academic community.

After a thorough review of your application and supporting materials, we regret to inform you that we are unable to offer you admission for the [Fall/Spring] [Year] enrollment cycle. The selection process was highly competitive this year, and we received applications from many outstanding students. Unfortunately, due to limited space in our incoming class, we are not able to offer admission to all qualified applicants.

However, we recognize your potential and would like to offer you the opportunity to be placed on our waiting list. If you choose to remain on the waiting list, you may still be considered for admission should spaces become available before the start of the semester. To accept this offer, please notify us of your decision by [Insert Deadline] via [insert instructions, e.g., online portal or email].

We understand that this news may be disappointing, but we encourage you to consider all of your options. If you have any questions about the waiting list process or your application, please do not hesitate to contact our admissions office.

Thank you again for your interest in [College/University Name]. We wish you the very best in all your future academic endeavors.

Sincerely,

[Admissions Officer Name]

[Title]

[College/University Name]

[Contact Information]